

Regulatory Management Application
e-GuillotineTM

USER MANUAL

Ver 1.0



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1. Introduction

Simplification of business processes and legal acts consists of two main phases:

- Inventory phase
- Review phase

Regulatory Management Application is set up to support both phases.

First step - users are involved with the inventory phase, meaning research, investigate, gather and input all business processes and regulations which are in compliance with the regulatory reform project objective. Every single business process and its relating regulations should be inputted in a separate new dossier.

Second step - users are involved with the review phase, meaning research, investigate, consult and make recommendations for every BP which will be short listed by a management.

2. About the product

The application consists of three main interfaces:

- Document management system - DMS
- Public web - CMS

The Document management Application is the interface for NCLR users for inputting and reviewing business processes (dossiers).

The Public web is the interface for general public for viewing e-registry of inputted BPs and commenting on specific BPs.

3. Getting started

The Regulatory management application (e-Guillotine™) is a web based application. In order to have access to the Application the user needs a computer, access to the Internet and authorization rights. The Application can be accessed anywhere and anytime if the user is approved. Approval consists of the following:

- Location - web address or link where the Application is located
- Username
- Password

3.1. Internet access

In order to have the best use of the e-Guillotine software, it is recommended that one of the following web browsers is used:

- Internet Explorer 8 or higher
- Mozilla Firefox
- Chrome

3.2. Management approval and user rights

Management approval is based on the NCLR internal procedures. After the initial user approval, management will decide on user rights and privileges of every user. User rights are divided in three main categories:

- Inventory rights
- Review rights
- Management rights

After the approval and definition of user rights, the NCLR system administrator will set up a user account with privileges and user rights and provide the user with a username and password for using the Application.

3.3. Application user system

The Application recognizes 3 levels of authority:

- NCLR user – authority to view and edit dossiers
- NCLR review – authority to view, edit and review dossiers
- NCLR manager – authority to view, edit, review and manage dossiers ways.

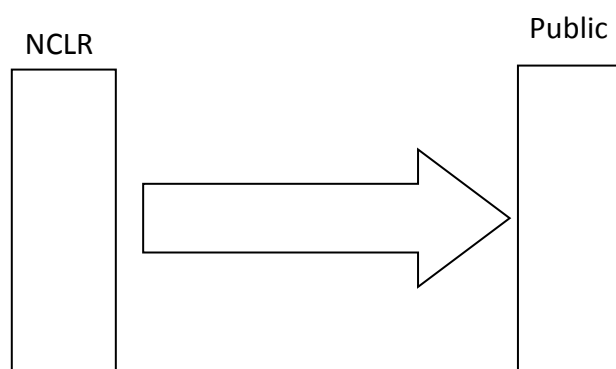
These rights can be modified thru the user section.

3.4. Application status setup

Application architecture has 2 main statuses:

- NCLR
- Public

When a new dossier is created, it is in NCLR status by default. NCLR users, reviewers and managers have the authority to view or change dossiers in the NCLR status. NCLR users can set the status to public.



NCLR status is readable to all NCLR members.

Public status is used for displaying dossiers to general public through the web page.

3.5. User name and password

This information will be forwarded to the users e-mail address. It is recommended that the user keeps this information on a secret place. The user can change his/her password once he/she logs in to the Application.

4. Starting with the Regulatory Management Application

4.1. Locating the Application

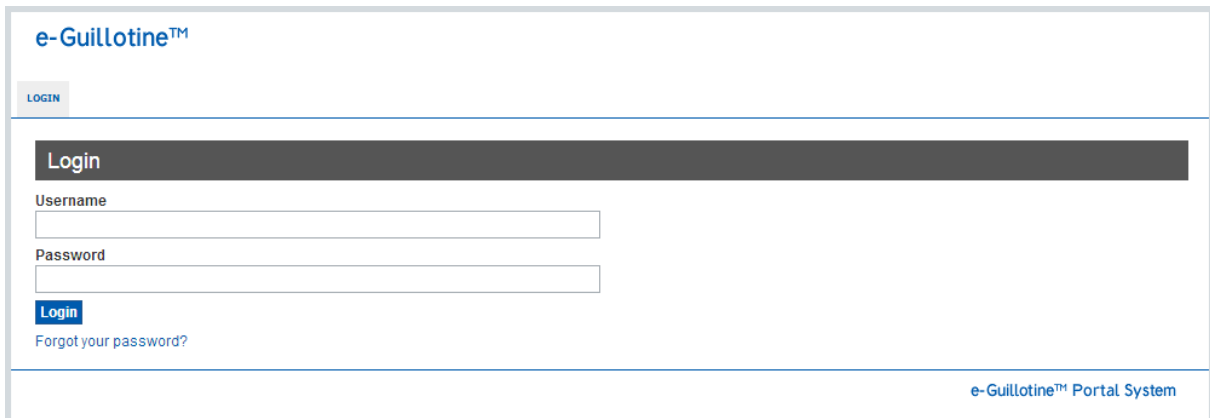
In order to start working with the Application, the user will be provided with the link (IP address), username and password.

The Application link is a web address where the Application is located. It can be accessed either through other public web sites defined by the management or a secret address which has to be inputted manually in the browser address field:

- <http://46.162.195.4/dms>

After activating the Application link, the *Login window* will open.

4.2. Login window



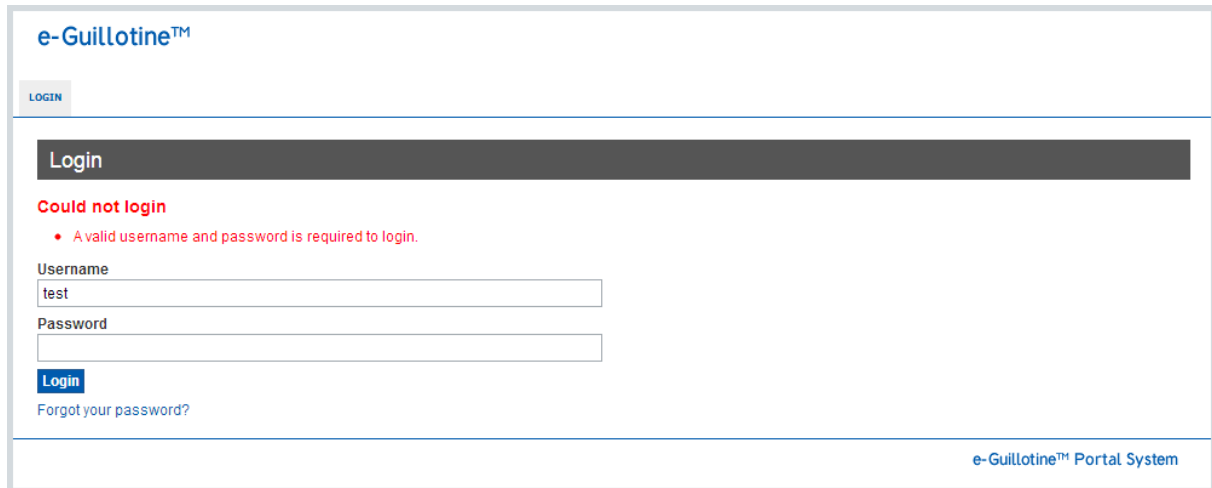
The *Login window* consists of:

- 'Username' - input box
- 'Password' - input box
- 'Login' - button
- 'Forgot your password' – link

In order to enter the Application, type your username and password in the input boxes and click the 'Login' button.

4.2.1. Invalid username or password

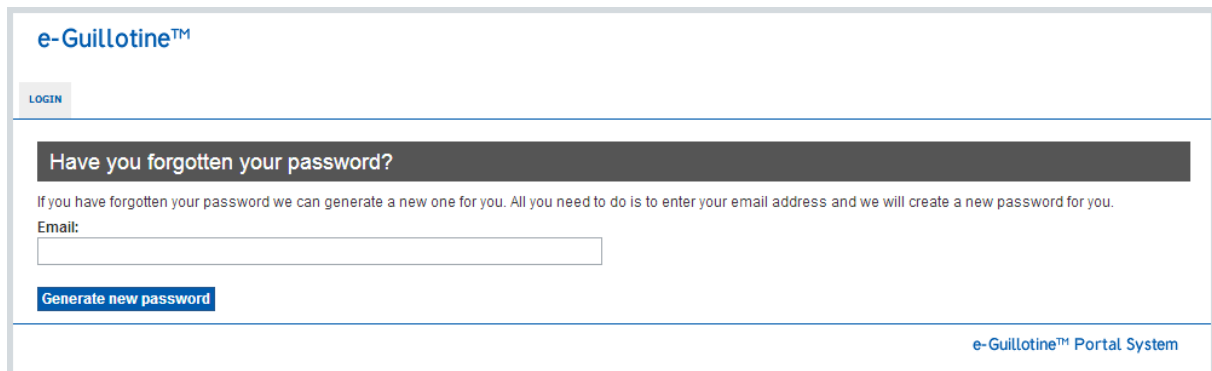
If a wrong username or password is inputted, the Application will ask the user to use a valid username and password and try again.



The screenshot shows the e-Guillotine™ login interface. At the top left is the e-Guillotine™ logo. Below it is a 'LOGIN' button. The main heading is 'Login'. Below this, a red error message states 'Could not login' followed by a bullet point: '• A valid username and password is required to login.' There are two input fields: 'Username' with the value 'test' and 'Password' which is empty. Below the password field is a 'Login' button and a link 'Forgot your password?'. The footer on the right says 'e-Guillotine™ Portal System'.

4.2.2. Forgotten username or password

If the password or username is forgotten, click on 'Forgot your password' link and the Application will open the following window:



The screenshot shows the e-Guillotine™ 'Forgot your password' page. At the top left is the e-Guillotine™ logo. Below it is a 'LOGIN' button. The main heading is 'Have you forgotten your password?'. Below this, a text block says: 'If you have forgotten your password we can generate a new one for you. All you need to do is to enter your email address and we will create a new password for you.' There is an 'Email:' label followed by an empty input field. Below the input field is a 'Generate new password' button. The footer on the right says 'e-Guillotine™ Portal System'.

To get a new password, input the users e-mail and click 'Generate new password' button. Application will generate a new password and send it to the user.

The new password can be generated and sent only to the valid user and the correct user e-mails within the Application system. Users e-mail address is entered in the Application system when the user received management approval and their account were set by the IT administration.

4.3. Application default window

After entering the Application system through the *Login window*, the *Application default window* will open.

e-Guillotine™ Hello, User! | My profile | My bookmarks | My saved searches | My Notifications | Logout

Dashboard

My latest content
Your latest content list is empty.

My latest discussions

Name	Type	Modified
AP-PSRC-070320130925: Electric power supply and use	Forum topic	07/03/2013

All latest content

Name	Type	Published
AP-PSRC-070320131151: Extension of the license period for activity in the power sector...	Business Process	07/03/2013
AP-PSRC-070320130925: Electric power supply and use	Business Process	07/03/2013
AP-PSRC-070320130922: Licensing procedures For activity in the power sector of The RA	Business Process	07/03/2013
AP-PSRC-070320130927: Procedures for licensing of electronic communication activities	Business Process	07/03/2013
AP-PSRC-070320130921: License for import of natural gas	Business Process	07/03/2013
LD-PSRC-060320131648: Resolution on approval of "Procedures on licensing of operations...	Legal Act	06/03/2013
LD-PSRC-060320131649: Resolution on Approval of Rules for Electric Energy Supply and Use	Legal Act	06/03/2013
LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natu...	Legal Act	06/03/2013
LD-PSRC-060320131518: Resolution on establishing procedures for licensing the activitie...	Legal Act	06/03/2013

All latest discussions

Name	Type	Published
AP-PSRC-070320130925: Electric power supply and use	Forum topic	07/03/2013
AP-PSRC-070320130921: License for import of natural gas	Forum topic	07/03/2013
AP-PSRC-070320130927: PROCEDURES FOR LICENSING OF ELECTRONIC COMMUNICATIONS ACTIVITIES	Forum topic	07/03/2013
LD-PSRC-060320131518: RESOLUTION ON ESTABLISHING PROCEDURES FOR LICENSING THE ACTIVITIE...	Forum topic	07/03/2013

e-Guillotine™ Portal System

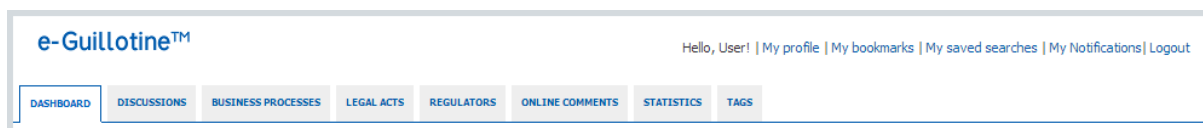
The Applications *default window* consists of two main parts:

- Fixed (main) part
- Flexible part

The flexible part always changes and depends on the Applications current activity.

The fixed (main) part is always present, regardless of the current Application activity or user rights. It consists of two sets of menus:

- Main tabs
- Support tabs (top links)



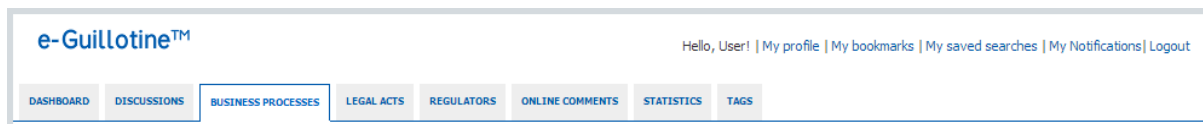
The main part consists of:

- Supporting tabs:
 - Greetings to the logged in user
 - 'My profile' – profile of the current user
 - 'My bookmarks' – list of bookmarked dossiers
 - 'My saved searches' – list of saved searches
 - 'My Notifications' – list of dossiers for which change notification email is sent
 - 'Logout'
- Main tabs:
 - 'Dashboard' – summary of interesting information, opens after login
 - 'Discussions'
 - 'Business Processes'
 - 'Legal Acts'
 - 'Regulators'
 - 'Online comments'
 - 'Tags'

These links can be activated at any time while in Application (except when in Edit mode, which is explained later).

5. Business Process Dossiers

In order to manage Business Process dossiers, click on the 'Business Processes' link located on the main tabs in the Application *default window*.



5.1. Business Process Dossier window

The *Business Processes* window is divided into 3 main sections:

- Left
 - BP dossier search form
- Right
 - New Business Process dossier
 - Saved search feature (shown after performing a search)
- Down
 - Search results (shown after performing a search)

 This screenshot shows the 'Business Processes' window. At the top, there's a 'Create Business Process' button. Below it is a search form with fields for 'Content text', 'Regulator', 'Availability', 'Dossier Status', 'Issued from year', and 'Issued till year'. There are also dropdowns for 'all words' and 'all fields'. A 'Reset' and 'Search' button are at the bottom of the form. To the right of the search form is a 'my search' section with a 'Save this search' button. Below the search form, it says 'Total records found: 5'. A table of results is shown with columns: Dossier number, Dossier title, Availability, Dossier Status, Dossier issued on, and Modification date. The table contains 5 rows of data. At the bottom, there's another 'Total records found: 5' and a 'Set status' button with a dropdown menu. A 'Remove selected' button and an 'Export search' button are also present. The footer says 'e-Guillotine™ Portal System'.

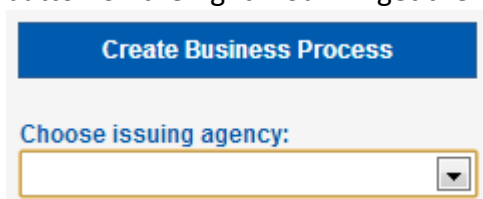
Dossier number	Dossier title	Availability	Dossier Status	Dossier issued on	Modification date
AP-PSRC-070320130921	License for import of natural gas	public	Valid		07.03.2013
AP-PSRC-070320130925	Electric power supply and use	public	Valid	16.07.2008	07.03.2013
AP-PSRC-070320130927	Procedures for licensing of electronic communication activities	public	Valid		07.03.2013
AP-PSRC-070320130922	Licensing procedures For activity in the power sector of The RA	public	Valid		07.03.2013
AP-PSRC-070320131151	Extension of the license period for activity in the power sector of The RA	public	Valid		10.03.2013

Several features are possible after the search action:

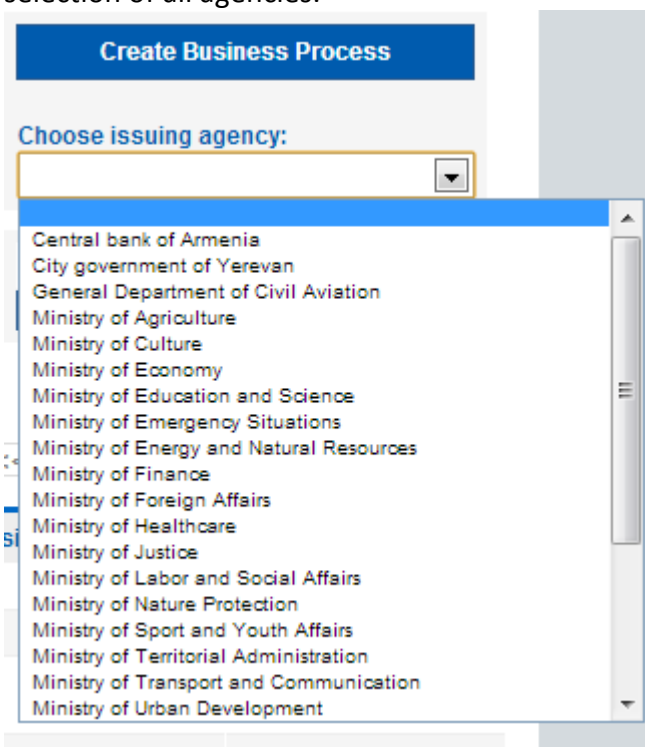
1. Save the search by giving it a name (later you can use the same search just with one click)
2. Paginate if more pages are shown
3. Open the dossier in read mode
4. Select more dossiers for multi-action buttons at the bottom
5. Set a status for more dossiers (requires selection of at least one dossier)
6. Remove dossiers (requires selection of at least one dossier)

5.2. Create a new dossier

In order to create a new Business Process dossier, click on the blue 'Create Business Process' button on the right. You will get the following dialog:



After you click on the dropdown selection under Choose issuing agency, you will get a selection of all agencies:



When you select an agency, the *New Business process window* will open.

The New Business process window (edit Business process window) has four main sections:

- Inventory
- Review

- Process
- Monitoring

Create Business Process

Version: 1 Save Cancel

Creator of dossier: Administrator User

Last modified by: Administrator User

Last modified: 12.03.2013 16:35

Availability:

Inventory Review Process Monitoring

Dossier number*: AP-GDCA-120320131635

Name of business process*:

Several Application information are available above the main sections in the *edit dossier window*:

- Version – dossier version (1 for the new) which is incremented for any later change
- Creator of dossier – which represents responsibility, that is, the person who created the current new dossier
- Last modified by – which represents information of the person who modified the Business process last. If it is a new dossier, the Last modified by person will be the same as Creator of dossier
- Last modified – which represents the time of the last modification. If it is a new dossier, the Last modified time will be the time of creation

5.2.1. Inventory section

IMPORTANT: *Edit Business process dossier window* must be exited only through clicking 'Save' or 'Cancel' buttons, which are located in the top and bottom left corner of the *Edit Business process dossier window*. All other buttons and links are disabled. **Do not use the 'Back' browser function!**

e-Guillotine™ Hello, Administrator User! | My profile | My bookmarks | My saved searches | My Notifications | Logout

DASHBOARD DISCUSSIONS **BUSINESS PROCESSES** LEGAL ACTS REGULATORS USERS ONLINE COMMENTS STATISTICS TAGS

| Business Processes | General Department of Civil Aviation

Create Business Process

Version: 1 Save Cancel

Creator of dossier: Administrator User

Last modified by: Administrator User

Last modified: 12.03.2013 16:35

Availability:

Inventory Review Process Monitoring

Dossier number*: AP-GDCA-120320131635

Inventory tab, under the *Edit Business process dossier window*, represents the electronic version of the Inventory Form. It is set up in a way that the user can easily copy-paste all data from the Inventory Form. There are also some additional criteria which will allow management a simple use and control of all dossiers in the Application.

First column of the Inventory tab is a list of all questions from the Inventory Form. Some of the questions have an asterisk sign (*), which means that these input boxes are mandatory to be fulfilled. If information is not inputted, after trying to save a dossier, the Application will report an error and will not allow saving the uncompleted dossier.

Create Business Process

Version: 1
Creator of dossier: Administrator User
Last modified by: Administrator User
Last modified: 12.03.2013 16:35
Availability:

Input did not validate

- Name of administrative procedure: Input required.
- Dossier Status: At least one tag is required to be added.

Inventory Review Process Monitoring

Dossier number*: AP-GDCA-120320131635

Name of business process*:

Link To Source: URL: Text:

Link to Legal Act: Find object

The Inventory tab consists of multiple input tools such as free text input boxes, dropdown lists, search engines, check boxes, adding new rows and etc. Functionality of these tools is explained according with their position in the inventory section.

List of attributes:

‘Dossier number’ – an automatically generated code by the Application representing the unique code for every business process. A unique dossier code, AP-GDCA-120320131635 is consisted of two parts:

- AP-GDCA – the issuing agency, defined by two parts:
 - AP – represents the code for distinction between Business Processes (AP, synonymous to BP) or Legal Acts (LD, synonymous to LA)
 - GDCA – represents a different short name of each Regulating Agency
- 120320131635 – the Business Process number, an automatically generated number by the Application which represents a unique number for a specific Business Process of Legal Act

‘Name of business process’ – full name of the Business Process

‘Link to Source’ – a set of two text fields which represent the link to content which additionally explains the dossier:

- **URL** – the full web-address of the site
- **Text** – name of the site

‘Link to Legal Act’ – a search engine for the objects in the Application

Link to Legal Act:	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Section</th> <th>Published</th> </tr> </thead> <tbody> <tr> <td>LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...</td> <td>Legal Act</td> <td>DMS public</td> <td>Yes</td> </tr> </tbody> </table>			Name	Type	Section	Published	LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...	Legal Act	DMS public	Yes
	Name	Type	Section	Published							
	LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...	Legal Act	DMS public	Yes							
	Remove object										
<input type="text" value="Resolution"/> Find object											
<p>LD-PSRC-060320131648: Resolution on approval of "Procedures on licensing of operations in the energy sector of the RA</p> <p>LD-PSRC-060320131649: Resolution on Approval of Rules for Electric Energy Supply and Use</p> <p>LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...</p> <p>LD-PSRC-060320131518: Resolution on establishing procedures for licensing the activities in the area of electronic communication</p>											

‘Dossier Status’ – is the dossier “Invalid”, “Valid” or “Proposed”. Statuses are managed in the Tags section of the Application.

‘Publication date in the official gazette’ – three dropdown boxes representing the year, month and day of publication in the official gazette

‘Date of invalidity’- at what date will the dossier be invalid

Dossier number*:	<input type="text" value="AP-PSRC-070320130921"/>													
Name of business process*:	<input type="text" value="License for import of natural gas"/>													
Link To Source:	URL: <input type="text" value="www.arlis.am"/>			Text: <input type="text" value="Arlis"/>										
Link to Legal Act:	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Section</th> <th>Published</th> </tr> </thead> <tbody> <tr> <td>LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...</td> <td>Legal Act</td> <td>DMS public</td> <td>Yes</td> </tr> </tbody> </table>						Name	Type	Section	Published	LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...	Legal Act	DMS public	Yes
Name	Type	Section	Published											
LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...	Legal Act	DMS public	Yes											
	Remove object													
	<input type="text"/> Find object													
Dossier status*:	<input type="text" value="Valid"/>													
Publication date in official gazette:	Year	Month	Day	Date of invalidity:	Year	Month	Day							
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>							
Area:	<input type="text" value="Public services regulati"/>			Sub-Area:	<input type="text" value="Gas subarea"/>									

‘Area’ – input the area. Areas are managed in the Tags section of the Application.

‘Sub-Area’ – input the sub-area. Sub-Areas are managed in the Tags section of the Application.

‘Process’ – has the following:

1. ‘Process step’ – input a short step name
2. ‘Process description’ – input detailed step description
3. ‘Link to LA/BP’ – click on the ‘Search’ button, Application will open a pop-up window and start inputting the first few letters or words of the LA or BP name. The Application will automatically start to search through the LA/BP database and offer all dossiers which have inputted letters or words. Select a related LA/BP from the list and click on the ‘Add selected’ button. The Application will then automatically pull all information required in the Inventory Form.
4. ‘Responsible’ – select who is responsible from a dropdown list: “Government”, “Applicant”, “Other”
5. Check box – if a wrong step has been inputted, click the check box at the end of the step row and click the ‘Remove selected’ button

If there are more steps than the ones offered, select a number of rows that need to be added and click on the ‘New row’ button to add them.

The screenshot shows the 'Process' form with the following details:

- Process step:** 1. Application for a license
- Process description:** Submission of documents specified in the
- Link to LA/BP:** A search pop-up window is open, showing a list of legal acts:
 - LD-PSRC-060320131518: Resolution on establishing procedures for licensing the activities in the area of electronic communication
 - LD-PSRC-060320131648: Resolution on approval of Procedures on licensing of operations in the energy sector of the RA
 - LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ...
 - LD-PSRC-060320131649: Resolution on Approval of Rules for Electric Energy Supply and Use
- Responsible:** Applicant (dropdown), Government (dropdown), Government (dropdown), [empty dropdown]
- Buttons:** Search..., Clear items (multiple instances), Cancel, New row, Remove Selected

‘Documents Needed’ – has the following

1. ‘Document/Requirement needed’ – input the name of the requirement
2. ‘Link to Source’ – input a URL to the source for the requirement (for example: <http://regulations.am> or regulations.am)
3. ‘Link To Legal Act’ – click on the ‘Search’ button, Application will open a pop-up window and start inputting the first few letters or words of the Legal Act name. The Application will automatically start to search through the Legal Act database and offer all dossiers which have inputted letters or words. Select a related Legal Act from the list and click on the ‘Add selected’ button. The Application will then automatically pull all information required in the Inventory Form.

4. Check box - if a wrong requirement has been inputted, click the check box at the end of the step row and click the 'Remove selected' button

If there are more requirements than the ones offered, select a number of rows that need to be added and click on the 'New row' button to add them.

'Process duration' – input the process duration

'Implementation Agency' – input the name of the implementation agency

'Business process affects' – select the required value from a dropdown. The affected parties are managed in the Tags section of the Application.

'Name, number, code of the document regulating application forms' – has the following:

1. "Name of the application form" – input the name of the application form
2. 'Link to Source' – input a URL to the source for the application form (for example: <http://regulations.am> or regulations.am)
3. 'Link to Legal Act' – click on the 'Search' button, Application will open a pop-up window and start inputting the first few letters or words of the Legal Act name. The Application will automatically start to search through the Legal Act database and offer all dossiers which have inputted letters or words. Select a related Legal Act from the list and click on the 'Add selected' button. The Application will then automatically pull all information required in the Inventory Form.
4. Check box – if a wrong application form has been inputted, click the check box at the end of the step row and click the 'Remove selected' button

If there are more application forms than the ones offered, select a number of rows that need to be added and click on the 'New row' button to add them.

Documents needed:	Document/Requirement Needed	Link To Source	Link to Legal Act
	Copies of by-laws and state registrar	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	Data on shareholders and their shai	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	General financial reports	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	Contract with foreign exporter on imp	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	Conclusion of the system operator	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	Financial guarantees	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
<div>1 <input type="button" value="New row"/> <input type="button" value="Remove Selected"/></div>			
Process duration:	<input type="text" value="10 days if rejected, 60 days if granted a license"/>		
Implementation agency:	<input type="text"/>		
Business process affects:	<input type="text" value="Businesses"/>		
Name, number, code of the document regulating application forms:	Name of the application form	Link To Source	Link to Legal Act
	1. <input type="text" value="Application form"/>	<input type="text"/>	LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the RoA energ... <input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	2. <input type="text"/>	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	3. <input type="text"/>	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	4. <input type="text"/>	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/> <input type="checkbox"/>
	<div>1 <input type="button" value="New row"/> <input type="button" value="Remove Selected"/></div>		

‘Business process requires payment of the fee’ – when checked, it opens the attribute for entering the fees (described after this), also, it denotes that the statement is true

‘Name, number, code of the document regulating fees’ – has the following:

1. ‘Fee Name’ – input the name of the fee
2. ‘Amount of fees’ – enter the amount of fees needed
3. ‘Link to Source’ – input a URL to the source for the document regulating fees (for example: <http://regulations.am> or regulations.am)
4. ‘Link to Legal Act’ – click on the ‘Search’ button, Application will open a pop-up window and start inputting the first few letters or words of the Legal Act name. The Application will automatically start to search through the Legal Act database and offer all dossiers which have inputted letters or words. Select a related Legal Act from the list and click on the ‘Add selected’ button. The Application will then automatically pull all information required in the Inventory Form.
5. Check box – if a wrong document regulating fees has been inputted, click the check box at the end of the step row and click the ‘Remove selected’ button

If there are more documents regulating fees than the ones offered, select a number of rows that need to be added and click on the 'New row' button to add them.

Business process requires payment of the fee:	<input type="checkbox"/>			
Business process requires payment of the fee:	<input checked="" type="checkbox"/>			
Name, number, code of the document regulating fees:	Fee name	Amount of Fees	Link To Source	Link to Legal Act
	1. state duty	20 000	<input type="text"/>	<input type="button" value="Search..."/> <input type="button" value="Clear items"/>
	1	<input type="button" value="New row"/>	<input type="button" value="Remove Selected"/>	

'Result of this business process' – input a result of this business process

'Related business process' – type in the first few letters in the name of the related Business Process and click on the 'Find object' button. The Application will offer the possible results. Click on one of the results to mark your choice and fill this field.

'Public remarks' – input the public remarks for this dossier.

'Teams (for internal use)' – choose the teams associated with this dossier from the dropdown selections. You can choose up to 3 optional teams. They will be visible on the DMS side of the Application only. Teams are managed in the Tags section of the Application.

Result of this business process:	<input type="text"/>			
Related business process:	Name		Type	Section
	AP-PSRC-070320130922: Licensing procedures For activity in the power sector of The RA		Business Process	DMS public
	<input type="button" value="Remove object"/>			
	<input type="text"/>	<input type="button" value="Find object"/>		
Public remarks:	<div> <input type="button" value="B"/> <input type="button" value="I"/> <input type="button" value="U"/> <input type="button" value="↶"/> <input type="button" value="↷"/> </div> <div></div>			
Teams (for internal use):	Team 2	<input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>

'DoingBusiness areas' - choose the DoingBusiness areas associated with this dossier from the dropdown selections. You can choose up to 3 optional DoingBusiness areas. DoingBusiness areas are managed in the Tags section of the Application.

‘Internal remarks’ - input the internal remarks for this dossier. They will be visible on the DMS side of the Application only.

‘Contact person, phone, e-mail’ – input the contact information for this dossier.

The screenshot displays a web form with three main sections. The top section, labeled 'DoingBusiness areas:', contains two dropdown menus; the first is set to 'Starting a business' and the second to 'Trading across borders'. The middle section, labeled 'Internal remarks:', features a text area with a toolbar containing bold (B), italic (I), underline (U), and link icons. The bottom section, labeled 'Contact person, phone, e-mail:', also includes a text area with a similar toolbar. The form is enclosed in a light gray border.

5.2.2. Review section

In order to work with this section, the user needs to have review user rights.

The Review section has fifteen input fields with the following purposes:

‘Regulatory cost (BASELINE)’ – input the baseline regulatory cost

‘Economic freedom indicator (BASELINE)’ – input the baseline economic freedom indicator

‘Economic Impact Comments (BASELINE)’ – input the baseline economic impact comments

‘Recommendations’ – choose a recommendation for this dossier from the dropdown list. Recommendations are managed in the Tags section of the Application

‘Necessity’ – analysis of the needs of the dossier

Regulatory cost (BASELINE):	<input type="text" value="0"/>
Economic freedom indicator (BASELINE):	<input type="text" value="0"/>
Economic Impact comments (BASELINE):	<div></div>
Recommendations:	<div></div>
Necessity:	<div> B <i>I</i> <u>U</u> </div> <div></div>

‘Current situation and issues’ – analysis of the current situation and issues of the dossier

‘Policy in this area’ – analysis of the policy needed for this dossier

‘Aim and essence/nature of regulation’ – analysis of the aim and essence of regulation for the dossier

‘Institutions and persons participated in the process of elaboration of draft’ – a list of all the institutions and persons which participated in the drafting of the dossier

Current situation and issues:	<div> B <i>I</i> <u>U</u> </div> <div></div>
Policy in this area:	<div> B <i>I</i> <u>U</u> </div> <div></div>
Aim and essence/nature of regulation:	<div> B <i>I</i> <u>U</u> </div> <div></div>
Institutions and persons participated in the process of elaboration of draft:	<div> B <i>I</i> <u>U</u> </div> <div></div>

‘Expected results’ – input the expected results for the dossier

‘Reference on the essential increase or decrease of spending or revenues to the state budget as a result of adoption of (names of draft legal acts)’ – consists of two fields:

- Online editor field – input the reference for this dossier
- Search field - type in the first few letters in the name of the related Legal Act and click on the ‘Find object’ button. The Application will offer the possible results. Click on one of the results to mark your choice and fill this field.

‘Reference on existence of necessity or absence to adopt or make changes in other legal acts as a result of adoption of (names of draft legal acts)’ – consists of two fields:

- Online editor field – input the reference for this dossier
- Search field - type in the first few letters in the name of the related Legal Act and click on the ‘Find object’ button. The Application will offer the possible results. Click on one of the results to mark your choice and fill this field.

‘Regulatory cost (PLAN)’ – input the regulatory cost per plan

‘Economic freedom indicator (PLAN)’ – input the economic freedom indicator per plan

‘Economic Impact Comments (PLAN)’ – input the economic impact comments per plan

Expected results:	<div> B I U </div> <div></div>	
Reference on the essential increase or decrease of spending or revenues to the state budget as a result of adoption of (names of draft legal acts):	<div> B I U </div> <div></div>	<p>There are no related objects.</p> <p>Remove selected</p> <p>Find objects</p>
Reference on the existence of necessity or absence to adopt or make changes in other legal acts as a result of adoption of (names of draft legal acts):	<div> B I U </div> <div></div>	<p>There are no related objects.</p> <p>Remove selected</p> <p>Find objects</p>
Regulatory cost (PLAN):	<div>0</div>	
Economic freedom indicator (PLAN):	<div>0</div>	
Economic Impact comments (PLAN):	<div></div>	

5.2.3. Process section

All of the steps for the processing of the dossier are listed here. The steps are managed in the Tags section of the Application. Each of the process steps consists of three elements:

1. Check box – if all of the necessary action for finishing this step were completed, check the check box.
2. Process Step – Name of the process step
3. User [Date and Time] – indicates the user who checked the check box for finishing the step.

If the user unchecks the check box next to the process step name, a pop-up will ask the user if he/she really wants to uncheck the process step. Confirmation is needed for the step to be unchecked.

Dossier Process:	
Process Step	User [Date and Time]
<input type="checkbox"/> 1. Inventory request and Inventory Checklist sent to Regulator	
<input type="checkbox"/> 2. Filled-in Inventory Checklist received from Regulator	
<input type="checkbox"/> 3. Inventory validated / checked	
<input type="checkbox"/> 4. Legal Act entered into e-Guillotine application	
<input type="checkbox"/> 5. International practices found	

5.2.4. Monitoring section

This section is reserved for the monitoring of the dossier. It consists of the following:

1. 'No action planned' – check if no action is planned for this dossier
2. 'Legal adoption scheduled for' – select year, month and day for the legal adoption of the dossier
3. 'Legal adoption completed' – check if the legal adoption was completed
4. 'Implementation scheduled for' - select year, month and day for the implementation of the dossier
5. 'Implementation completed by Regulator' – select a Regulator which completed the implementation of the dossier from a dropdown
6. 'Results validated by businesses' - check if the results were validated by businesses
7. 'Economic impact' – free text input of the economic impact for the dossier

No action planned:	<input type="checkbox"/>
Legal adoption scheduled for:	<div>Year</div> <div>Month</div> <div>Day</div>
Legal adoption completed:	<input type="checkbox"/>
Implementation scheduled for:	<div>Year</div> <div>Month</div> <div>Day</div>
Implementation completed by Regulator:	<div>No relation</div>
Results validated by businesses:	<input type="checkbox"/>
Economic impact:	<div></div>

5.3. Search dossiers

In order to search for a Business Process, click the 'Business Processes' link in the main tab and the Application will open the *Business Process window*. It contains a box for searching and filtering.

Content text	<input type="text"/>	all words	all fields
Regulator	<div></div>		
Availability	<div></div>	Dossier Status	<div></div>
Issued from year	<input type="text"/>	Issued till year	<input type="text"/>
<div>Reset</div> <div>Search</div>			

The first line is for content text searching. 2 dropdowns on the right control how the search is performed:

- will it search for all words, any word or exact phrase
- will it search all fields, only dossier name or only dossier number.

Additionally, the search results can be filtered by:

- regulator (list of Regulators)
- availability (NCLR or Public)
- Dossier Status (list of all statuses)
- period of creation in the system

The Application will short list one or more dossiers which fulfill the specific criteria set by the user. The list is limited to 15 dossiers per window, which can be changed by clicking 'next' and 'previous' on the footer of the list. The list can also be arranged in ascending or descending order based on the following criteria:

- Dossier title

- Availability
- Dossier Status
- Dossier issued on
- Modification date

Each criterium is a link which, when clicked, will rearrange the list. NOTE: The list is not sortable by the Dossier number.

Total records found: 5

<< first < prev 1 next > last >>

Dossier number	Dossier title	Availability	Dossier Status	Dossier issued on	Modification date
<input type="checkbox"/> AP-PSRC-070320130921	License for import of natural gas	public	Valid		07.03.2013
<input type="checkbox"/> AP-PSRC-070320130925	Electric power supply and use	public	Valid		07.03.2013
<input type="checkbox"/> AP-PSRC-070320130927	Procedures for licensing of electronic communication activities	public	Valid		07.03.2013
<input type="checkbox"/> AP-PSRC-070320130922	Licensing procedures For activity in the power sector of The RA	public	Valid		07.03.2013
<input type="checkbox"/> AP-PSRC-070320131151	Extension of the license period for activity in the power sector of The RA	public	Valid		10.03.2013

Total records found: 5

<< first < prev 1 next > last >>

NCLR

e-Guillotine™ Portal System

There are additional options under the search list.

The 'Set status' button sets the Availability of the selected dossiers to either public or NCLR.

The 'Remove selected' button removes the checked dossiers.

The 'Export search' button creates an Excel spreadsheet with the statistics for the dossiers in the Application.

5.4. View dossiers

The *Business Process view window* shows all of the information about a Business process. In addition to the sections described when in Edit mode, the *Business Process view window* has three additional sections:

- Attachments
- Comments and replies
- Versions

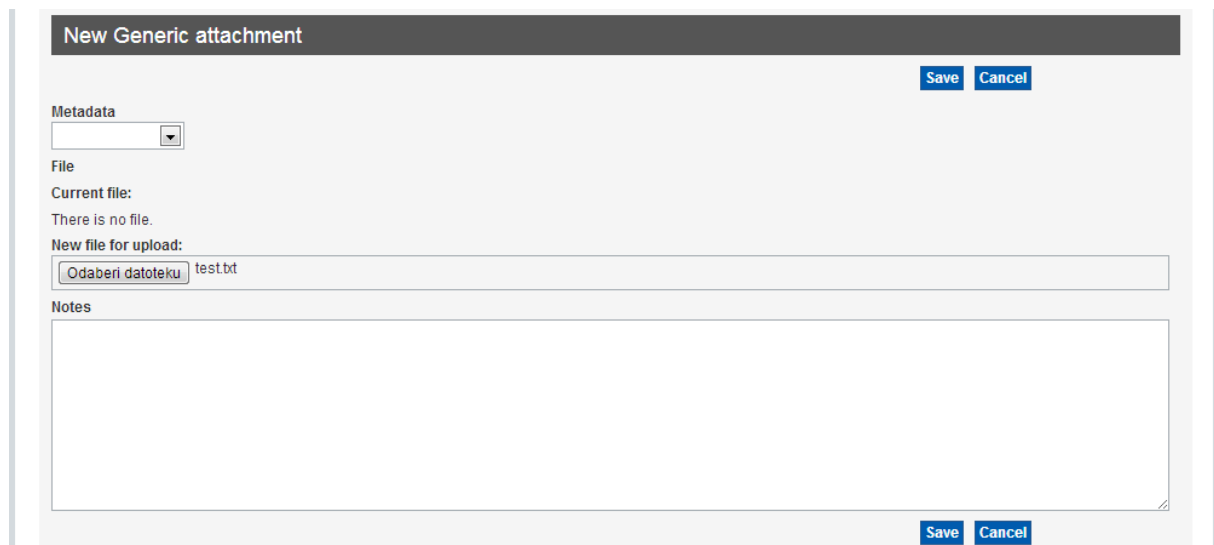
5.4.1. Attachments section

In this section, the user has the option to upload all of the possible files needed for the dossier (application, fee, requirement forms). These files can be uploaded privately, by clicking on the 'Attach private file' button, or publicly by clicking on the 'Attach any file' button.



After the user clicks on the attachment button (either the 'Attach any file' or 'Attach private file' buttons), the Application will open the *Edit attachment window* which consists of:

1. 'Metadata' – choose from a dropdown whether the attachment is "Form", "Official Gazette" or "Other"
2. 'Current File' – indicates the name of the file after it is uploaded
3. 'New file for upload' – by clicking on the "Browse" button, the user can find the file which needs to be uploaded
4. 'Notes' – Free text input box for adding any additional notes on the selected attachments



If the dossier already has a file attached to it, that file will show up either on the 'Files' or 'Private Files' lists in the 'Attachments' section. Each file will have two icons in the upper right corner:



1. The pencil icon – means editing. When the user clicks on it, it opens the *Edit attachment window* for the selected attachment.
2. The (X) icon – means removal. When the user clicks on it, it removes the selected attachment.

5.4.2. Comments and replies

The Application allows users to comment and reply on online comments made by the external web:

- Review form
- Comment

Comment input window allows the user to input free text and add additional attachments. Users have the option to leave it as an internal comment or to publish it to the web.

Title	All	Visible	
Review form	0	0	
Comment	1	1	

5.4.3. Versions section

The versions section shows all of the versions created for the current dossier. They are divided into three types:

- Proposed – the proposed version of the dossier will be placed here
- Valid – the current valid version of the dossier will be placed here
- Invalid – a list of all of the invalid versions of the dossier

All of the items in the different types are links to the version they designate. Also, the current version the user is viewing will be displayed green.

Proposed	
Valid	<ul style="list-style-type: none"> • License for import of natural gas
Invalid	

5.4.4. Common actions

The main options are located in the right top corner with the following links:

‘Notify me about updates’ – link adds the dossier to the ‘My notifications’ list (above the header)

‘Add to bookmarks’ – link adds the dossier to the ‘My bookmarks’ list (above the header)

‘Edit’ – link opens the *Edit Dossier window* (identical to the *New Dossier window*)

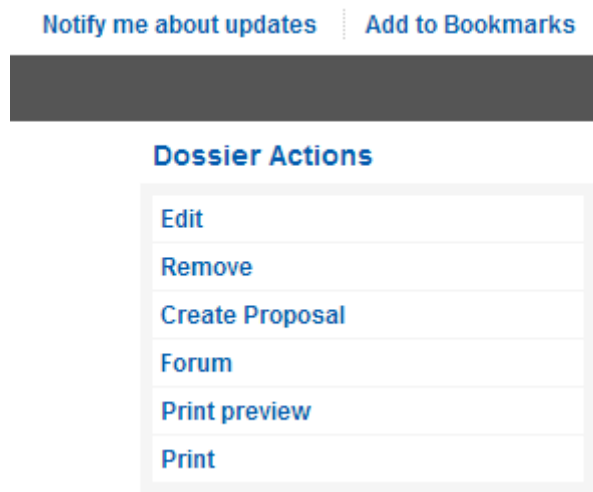
‘Remove’ – link removes the dossier

‘Create Proposal’ – link creates a new dossier which is a copy of the existing one, with a “Proposed” status

‘Forum’ – link creates a new topic or points to the existing one on the ‘Discussions board’ (main tabs)

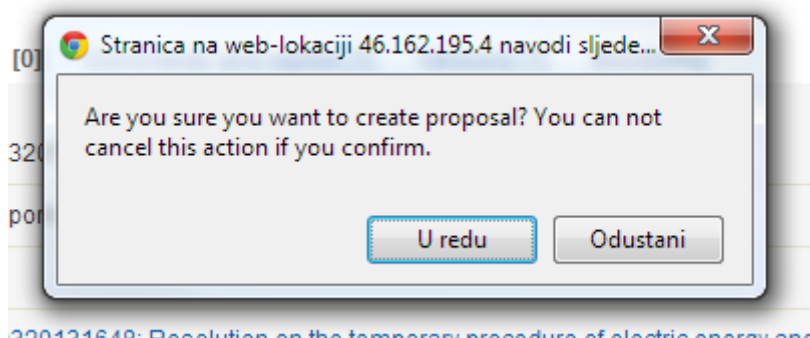
‘Print preview’ – link opens a new window for printing

‘Print’ – same as the previous link, with the addition that it opens the print popup



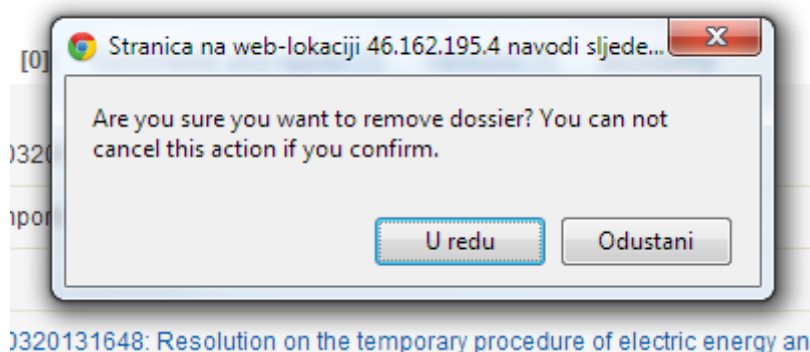
5.4.5. Create proposal

If a new version of the dossier needs to be issued, and it is not yet valid, the 'Create proposal' creates the new version with the status 'Proposed'. If the dossier the user is viewing is already the 'Proposed' version, he/she cannot create a new proposal; instead, he/she needs to edit the existing one. For security reasons, the Application will ask for confirmation of creating a proposal of the dossier.



5.4.6. Remove dossier

The 'Remove' link will open the removing procedure from the dossier list. For security reasons, the Application will ask for confirmation of removal of the dossier and its related items from the Application.



5.4.7. Print dossier

‘Print preview’ – link opens a printer friendly html version

‘Print’ – link opens direct to default printer

6. Legal Acts Dossiers

The *Legal Acts* window is divided into 3 main sections:

- Left
 - LA dossier search form
- Right
 - New Legal Act dossier
 - Saved search feature (shown after performing a search)
- Down
 - Search results (shown after performing a search)

Several features are possible after the search action:

1. Save the search by giving it a name (later you can use the same search just with one click)
2. Paginate if more pages are shown
3. Open the dossier in read mode
4. Select more dossiers for multi-action buttons at the bottom
5. Set a status for more dossiers (requires selection of at least one dossier)
6. Remove dossiers (requires selection of at least one dossier)

6.1. Create a new dossier

The procedure for creating a new dossier is described in the 5.2 section of this manual.

6.1.1. Inventory section

IMPORTANT: *Edit Legal Act dossier window* must be exited only through clicking ‘Save’ or ‘Cancel’ buttons, which are located in the top and bottom left corner of the *Edit Legal Act dossier window*. All other buttons and links are disabled. **Do not use the ‘Back’ browser function!**

Inventory tab, under the *Edit Legal Act dossier window*, represents the electronic version of the Inventory Form. It is set up in a way that the user can easily copy-paste all data from the Inventory Form. There are also some additional criteria which will allow management a simple use and control of all dossiers in the Application.

First column of the Inventory tab is a list of all questions from the Inventory Form. Some of the questions have an asterisk sign (*), which means that these input boxes are mandatory to be fulfilled. If information is not inputted, after trying to save a dossier, the Application will report an error and will not allow saving the uncompleted dossier.

The Inventory tab consists of multiple input tools such as free text input boxes, dropdown lists, search engines, check boxes, adding new rows and etc. Functionality of these tools is explained according with their position in the inventory section.

List of attributes:

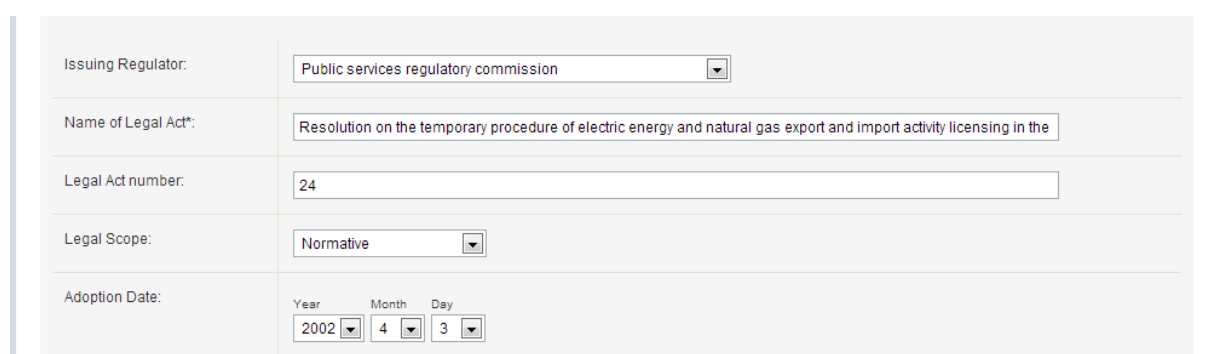
‘Issuing Regulator’ – a dropdown of all of the issuing regulators

‘Name of Legal Act’ – full name of the Legal Act

‘Legal Act number’ – the official number of the Legal Act

‘Legal Scope’ – is the dossier “Local”, “Normative” or “Individual”. Scopes are managed in the Tags section of the Application.

‘Adoption date’ – three dropdown boxes representing the year, month and day of adoption of the legal act



The screenshot displays a form with the following fields and values:

Field	Value
Issuing Regulator:	Public services regulatory commission
Name of Legal Act*:	Resolution on the temporary procedure of electric energy and natural gas export and import activity licensing in the
Legal Act number:	24
Legal Scope:	Normative
Adoption Date:	Year: 2002, Month: 4, Day: 3

‘OG Publish date’ – three dropdown boxes representing the year, month and day of publishing the act in the Official Gazette

‘OG Edition’ – the edition of the Official Gazette where the Legal Act is published

‘OG Page’ –the page of the Official Gazette where the Legal Act is published

‘Dossier Status’ – is the dossier “Invalid”, “Valid” or “Proposed”. Statuses are managed in the Tags section of the Application.

‘Legal act affects’ – select the required value from a dropdown. The affected parties are managed in the Tags section of the Application.

‘Link to Source’ – a set of two text fields which represent the link to content which additionally explains the dossier:

- **URL** – the full web-address of the site
- **Text** – name of the site

OG published date:	Year: <input type="text" value="2002"/> Month: <input type="text" value="5"/> Day: <input type="text" value="2"/>	OG Edition: <input type="text"/>	OG Page: <input type="text"/>
Dossier status*:	<input type="text" value="Valid"/>		
Legal Act Affects:	<input type="text" value="Businesses"/>		
Link To Source:	URL: <input type="text" value="http://www.arlis.am/DocumentView.aspx?DocID=796"/> Text: <input type="text" value="Arlis"/>		

‘Legal Act includes Business Process’ – when checked, it opens the attribute for entering the name of the business process included (described after this), also, it denotes that the statement is true

‘Name of Business Process’ – input name of the business process included in this legal act

‘Is the Business process a License or Permission’ – when checked, it denotes that the Business Process included is a License or Permission

‘Dossier number’ – an automatically generated code by the Application representing the unique code for every business process. A unique dossier code, LD-CBA-110320131404 is consisted of two parts:

- LD-CBA – the issuing agency, defined by two parts:
 - LD – represents the code for distinction between Business Processes (AP, synonymous to BP) or Legal Acts (LD, synonymous to LA)
 - CBA – represents a different short name of each Regulating Agency
- 120320131635 – the Legal Act number, an automatically generated number by the Application which represents a unique number for a specific Business Process of Legal Act

‘Affects international trade across borders’ – when checked, it denotes that the Legal Act affects international trade across borders

‘Area’ – input the area. Areas are managed in the Tags section of the Application.

‘Sub-Area’ – input the sub-area. Sub-Areas are managed in the Tags section of the Application.

‘Legal Act type’ – a dropdown list of all the legal act types. The Legal Act types are managed in the Tags section of the Application.

‘Public remarks’ – input the public remarks for this dossier.

Legal Act includes Business Process:	<input checked="" type="checkbox"/>	Name of Business process:	<input type="text"/>
Is the Business Process a License or Permission:	<input checked="" type="checkbox"/>		
Dossier number*:	<input type="text" value="LD-PSRC-060320131648"/>		
Affects international trade across borders:	<input checked="" type="checkbox"/>		
Area:	<input type="text" value="Public services regulati"/>	Sub-Area:	<input type="text" value="Energy subarea"/>
Legal Act type*:	<input type="text" value="Resolution"/>		
Public remarks:	<div> B <i>I</i> <u>U</u> </div> <p>Contains 12 licensing procedures: 4 procedures on licenses for import and export of energy and gas and 4 procedures for the extension of the licenses and 4 procedures for the receipt of the licenses in case of loss</p>		

‘Teams (for internal use)’ – choose the teams associated with this dossier from the dropdown selections. You can choose up to 3 optional teams. They will be visible on the DMS side of the Application only. Teams are managed in the Tags section of the Application.

‘DoingBusiness areas’ - choose the DoingBusiness areas associated with this dossier from the dropdown selections. You can choose up to 3 optional DoingBusiness areas. DoingBusiness areas are managed in the Tags section of the Application.

‘Internal remarks’ - input the internal remarks for this dossier. They will be visible on the DMS side of the Application only.

‘Contact person, phone, e-mail’ – input the contact information for this dossier.

‘Priority (for internal use)’ – a dropdown list with the available priorities. The chosen priority will be visible on the DMS side of the Application only. The priorities are managed in the Tags section of the Application.

Teams (for internal use):	Team 2 <input type="button" value="v"/>
DoingBusiness areas:	Starting a business <input type="button" value="v"/>
Internal remarks:	<div> B <i>I</i> <u>U</u> <input type="button" value="↶"/> <input type="button" value="↷"/> </div>
Contact person, phone, e-mail:	<div> B <i>I</i> <u>U</u> <input type="button" value="↶"/> <input type="button" value="↷"/> </div> Helen 02012 asdad @mail.com
Priority (for internal use):	Significant impact <input type="button" value="v"/>

6.1.2. Review section

The description for the Review section is available at section 5.2.2 of this manual.

6.1.3. Process section

The description for the Process section is available at section 5.2.3 of this manual.

6.1.4. Monitoring section

The description for the Monitoring section is available at section 5.2.4 of this manual.

6.2. Search dossiers

In order to search for a Legal Act, click the 'Legal Acts' link in the main tab and the Application will open the *Legal Acts window*. It contains a box for searching and filtering.

Content text	<input type="text"/>	all words <input type="button" value="v"/>	all fields <input type="button" value="v"/>
Legal Act Type	<input type="button" value="v"/>	Area	<input type="button" value="v"/>
Sub-Area	<input type="button" value="v"/>	Regulator	<input type="button" value="v"/>
Teams	<input type="button" value="v"/>		
Availability	<input type="button" value="v"/>	Dossier Status	<input type="button" value="v"/>
Issued from year	<input type="text"/>	Issued till year	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Search"/>			

The first line is for content text searching. 2 dropdowns on the right control how the search is performed:

- will it search for all words, any word or exact phrase

- will it search all fields, only dossier name or only law number.

Additionally, the search results can be filtered by:

- Legal Act Type (list of legal act types)
- Area (list of areas)
- Sub-Area (list of sub-areas)
- Regulator (list of Regulators)
- Teams (list of teams)
- availability (NCLR or Public)
- Dossier Status (list of all statuses)
- period of creation in the system

The Application will short list one or more dossiers which fulfill the specific criteria set by the user. The list is limited to 15 dossiers per window, which can be changed by clicking 'next' and 'previous' on the footer of the list. The list can also be arranged in ascending or descending order based on the following criteria:

- Dossier title
- Availability
- Dossier Status
- Dossier issued on
- Law number
- Legal Act Type
- Modification date

Each criteria is a link which, when clicked, will rearrange the list. NOTE: The list is not sortable by the Dossier number.

6.3. View dossiers

All of the additional sections and the common operations are described in section 5.4 of this manual, including its sub-sections.

7. Supporting tabs

7.1. My profile

My profile window shows the main information about the user.

User profile

Username:
E-mail:
Name:
Signature:
Image:

Edit
Change password

The Application also allows the user to change his/her password by clicking on the 'Change password' button.

Change password for user

Old password:
New password:
Retype password:

OK
Cancel

In order to change the password, a valid old password has to be entered along with a new password and a confirmation of the new password. If the old password entered isn't valid, the Application will report a mistake and ask for retyping a valid password. If the old password entered is valid, but the new password doesn't match the confirmation of the new password, the Application will report a mistake and ask for retyping a new password and its confirmation.

By clicking the 'Edit' button in *My profile window*, the Application will allow change of basic user data.

Edit User

Save
Cancel

First name:
Last name:
User account:
Signature:
Image:

Email:

Current image:
There is no image file.
Remove image
New image file for upload:
Odaberi datoteku Nije odabrana niti jedna datoteka.
Alternative image text:

After changing the 'Name' or 'Contact information', click the 'Save' button in order for the Application to permanently change the user profile or click 'Cancel' to abort activity.

7.2. My bookmarks

This feature enables the users to pick any dossier of their interest (a specific area, regulation, working on review...) and allow easy access to that dossier.

My bookmarks window is a list of selected dossiers for easy access. In order to remove a dossier from a list, click the check box in front of the name of the dossier and then click the 'Remove selected' button. Only the selected dossiers will be removed from the list.

My bookmarks		
These are the objects you have bookmarked. Click on an object to view it or if you have permission you can edit the object by clicking the edit button. If you want to add more objects to this list click the <i>Add bookmarks</i> button.		
Removing objects will only remove them from this list.		
Select	Name	Type
<input type="checkbox"/>	LD-PSRC-060320131518: Resolution on establishing procedures for licensing the activities in the area of electronic communication	Legal Act
<input type="checkbox"/>	AP-PSRC-070320130921: License for import of natural gas	Business Process

A user can add a new dossier to the bookmark list using the dossier window of a specific Business Process or Legal Act, as it was shown in the previous chapters. If a dossier is already selected as a bookmark, this option will not be offered in the dossier window.

7.3. My notifications

This feature enables the users to get notified by e-mail every time when a change occurs within a marked dossier, regardless of the type of change or who made the change. This is very useful especially when more users are working on the same dossier.

Adding a new dossier to the notification list is done through the Dossier window of a specific regulation, the same way as 'My bookmarks'.

Notification settings	
List of notifications	
Select	Name
<input type="checkbox"/>	AP-PSRC-070320130921: License for import of natural gas
<input type="checkbox"/>	LD-PSRC-060320131518: Resolution on establishing procedures for licensing the activities in the area of electronic communication

In order to accept the notification option, click OK.

In order to remove a certain dossier from the list, click the check box in front of the name of the dossier and then click on the 'Remove selected' button. Only selected dossiers will be removed from the list.

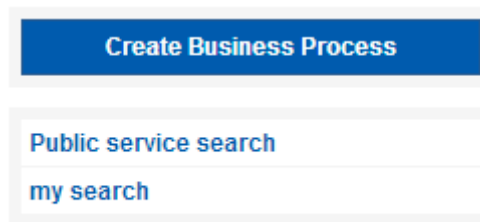
If a dossier is already listed under 'My notifications', this option will not be offered in the Dossier window.

7.4. Logout

'Logout' – a link which will logout the current user and close the Application.

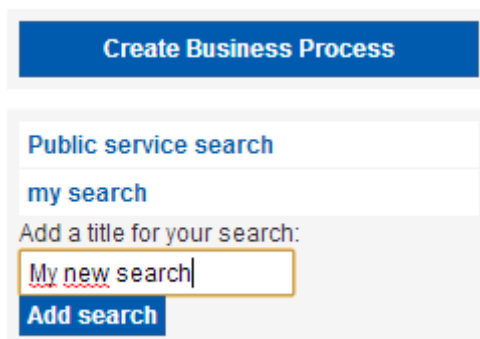
7.5. My saved searches

After a successful search of dossiers in the search window, a button called "Save this search" appears on the right side of the screen.



(2 saved searches already listed)

After clicking on the button, an input field shows up to enter a name describing the search.



Once saved, the search can be used from the same screen (the last few saved searches are listed below on the right side) or via the 'My saved searches' link in the top menu.

8. Other main tabs

8.1. Discussions

The 'Discussions' window shows all of the main discussion sections with a number of topics and replies and with links to the last few topics.

Discussions			
Internal forum			
Discussion	Number of Topics	Number of Posts	Last topics
Business Processes	3	4	AP-PSRC-070320130925: Electric power supply and use AP-PSRC-070320130921: License for import of natural gas AP-PSRC-070320130927: PROCEDURES FOR LICENSING OF ELECTRONIC COMMUNICATIONS ACTIVITIES
Legal Acts	1	1	LD-PSRC-060320131518: RESOLUTION ON ESTABLISHING PROCEDURES FOR LICENSING THE ACTIVITIES IN THE AREA OF ELECTRONIC COMMUNICATION
Public forum			
Discussion	Number of Topics	Number of Posts	Last topics
General	0	0	
Legal Acts	0	0	
Business Processes	0	0	

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After clicking on one of the discussions in the first column a Discussion window opens.

Business Processes			
<< Internal forum		New thread	
Topic	Replies	Author	Last reply
AP-PSRC-070320130925: Electric power supply and use	1	07/03/2013 12:48 pm Anonymous User	07/03/2013 12:50 pm Administrator User Start the discussion
AP-PSRC-070320130921: License for import of natural gas	0	07/03/2013 12:25 pm Mikayel Tovmasyan	
AP-PSRC-070320130927: PROCEDURES FOR LICENSING OF ELECTRONIC COMMUNICATIONS ACTIVITIES	0	07/03/2013 10:31 am Vedran Antoljak	

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Users can open a new topic with the 'New thread' button. Topics are sorted newest first with the topic name, number of replies, topic author and last reply.

A 'sticky' sign can be attached for the important topics that should always stay on top.

A Topic window allows the user to scroll through other topics by clicking on the 'previous topic' and 'next topic' links. Also, the user can edit his/her own replies or create a new reply by clicking on the 'edit' icon or 'new reply' links.

AP-PSRC-070320130925: Electric power supply and use

« Previous topic | Business Processes | Next topic »

Anonymous User Thursday 07 March 2013 12:48:58 pm

AP-PSRC-070320130925: Electric power supply and use
[Link to Dossier](#)

New Reply

Administrator User Thursday 07 March 2013 12:50:03 pm

Start the discussion
 copy paste copay paste

New Reply

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The *New Reply* window allows writing and formatting comments.

Forum reply

Subject Save Cancel

Message

New Reply

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There are two Discussion Forums, the Internal forum which is visible and writable only from the DMS part of the Application, and the Public Forum which is visible on both the web and DMS parts of the Application, but writable only from the web.

8.2. Online comments

This feature is linked directly with the official website and online feedback received from the general public. The *Online comments window* shows a list of all received online comments and feedback. For security and censorship reasons (bad language, non-related comments etc.), every comment has to be edited manually, checked and approved for publication on the website.

Comment

Title
Electricity

Message
Excellent regulation

Name
Sonya

Email
sonya@mail.ru

Dossier:
[AP-PSRC-070320130925: Electric power supply and use](#)

Participant:
Anonymous User

Evaluated:
Thursday 07 March 2013 12:31:42 pm

Hidden on web:
No

[Edit](#) [Hide from web](#)

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The comment consists of the following:

- Title – title of the comment
- Message – some message
- Name – Name of the commenter
- Email – e-mail address of the commenter
- Dossier – a link to the dossier the comment has been left for
- Participant – if the user is logged in, this field will show that user, if not, it will show Anonymous
- Evaluated – if a user has changed the comment, this field will show the time of change
- Hidden on web – if the comment is visible on the web
- Direct 'edit' button – leads to the *Comment edit window*
- 'Show/Hide on web' button – if the comment is viewed and approved, and no edit is necessary, this button shows the comment on web

When clicking the 'edit' button, comment is opened in edit mode. In order to publish the comment on the website it is necessary to click on the 'Survey result visible on web' check box. Otherwise, the comment will be only visible internally.

8.3. Regulators

The Regulators window represents a list of all regulatory bodies. This list can be edited with an unlimited number of new entries.

Short name	Name
CBA	Central bank of Armenia
CGY	City government of Yerevan
GDCA	General Department of Civil Aviation
MOA	Ministry of Agriculture
MOC	Ministry of Culture
MOE	Ministry of Economy
MES	Ministry of Education and Science
MEMRS	Ministry of Emergency Situations
MENR	Ministry of Energy and Natural Resources
MOF	Ministry of Finance
MFA	Ministry of Foreign Affairs
MOH	Ministry of Healthcare

The list consists of the following:

- Short name of the regulatory body
- Name of the regulatory body

By clicking on the name of a regulatory body from this list, the *Regulator window* opens, showing the edit tools and all of the information related with the Regulator.

Clicking 'Remove' will delete the Regulator from the Application. For security reasons, the Application will ask for confirmation of removal of the Regulator from the Application.

Clicking 'Edit' in the *Regulator window* opens the *Edit Regulator window*, which allows changes to be made in the name, short name, and the description of the Regulator.

When inputting data for a new Regulator, the name and short name fields are mandatory, otherwise the system will not allow the saving of the new Regulator.

8.4. Users

The Users window represents a list of all the users in the system. Each of the users is sorted into user groups. The list of the groups consists of:

- Title – Name of the group/user
- Type – User or User Group
- Modification Date – date of modification

USERS		
Main group		Create
Title	Type	Modification date
Members	User group	08/10/2012
Administrator users	User group	06/10/2002
Editors	User group	06/10/2002
Anonymous Users	User group	23/12/2003
Partners	User group	08/10/2012

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When viewing the list of users in a specific group we have the added statistics

- All content / Last 30 days – lists the number of all of the dossiers the user created / the dossiers the user created in the last 30 days
- All forum topics / Last 30 Days – lists the number of all of the discussions the user opened / the discussions the user created in the last 30 days

EDITORS				
				Create
Title	Type	Modification date	All content / Last 30 days	All forum topics / Last 30 days
Armen Yeghiazaryan	User	05/03/2013	0 / 0	0 / 0
Vahe Chibukhchyan	User	05/03/2013	2 / 2	0 / 0
Gnel Mayilyan	User	05/03/2013	0 / 0	0 / 0
Gegham Gevorgyan	User	05/03/2013	0 / 0	0 / 0
Karen Ghaltakhchyan	User	05/03/2013	0 / 0	0 / 0
Sonya Hovsepyan	User	05/03/2013	0 / 0	0 / 0
Arsen Navasardyan	User	05/03/2013	0 / 0	0 / 0
Lilit Gulkanyan	User	05/03/2013	3 / 3	0 / 0
Lusine Tovmasyan	User	05/03/2013	0 / 0	0 / 0
Marta Sandoyan	User	05/03/2013	0 / 0	0 / 0
Nelli Harutyunyan	User	05/03/2013	0 / 0	0 / 0
Heghine Manukyan	User	05/03/2013	0 / 0	0 / 0
Kristine Antonyan	User	05/03/2013	0 / 0	0 / 0
Hasmik Manukyan	User	05/03/2013	0 / 0	0 / 0
Garri Kasparov	User	05/03/2013	0 / 0	0 / 0
1 2				Next »

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Clicking on the name of the user in the list leads to the User window. The User window consists of:

- 'User Info'
- 'User actions'
- 'User tabs'

The screenshot displays the 'User Info' window in the e-Guillotine system. At the top, it shows the user's name 'User: chad@chad.com'. Below this, it indicates the last change was on 05/03/2013 at 21:11 and who modified it. The 'User account status' is currently 'Enabled', and there is an 'Update' button next to it. On the right side, there are 'Edit' and 'Move' buttons. The main area contains a table with user details: Username (chad@chad.com), E-mail (chad@chad.com), Name (User: chad@chad.com), Signature, and Image. At the bottom right, it says 'e-Guillotine™ Portal System'.

8.4.1. User Info

The top of the User window is reserved for the basic user information.

'Last change' shows when the User profile was last changed.

'Modified by' shows who was the last to modify the User info.

The user has the ability to enable or disable the currently viewed User by using the 'User account status' dropdown and clicking on the 'Update' button.

8.4.2. User actions

The available user actions are 'Edit' and 'Move'. Clicking on 'Edit' opens the *Edit user window* which enables the modification of the basic user information such as:

- First Name
- Last Name
- User Account – e-mail of the user
- Signature
- Image

Edit User

[Save](#) [Cancel](#)

First name:

Last name:

User account:

User ID:

Username: Password: Confirm password: Email:

Signature:

Image:

Current image:
There is no image file.
[Remove image](#)

New image file for upload:
[Odaberi datoteku](#) Nije odabrana niti jedna datoteka.

Alternative image text:

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The 'Move' button enables the moving of the user from one user group to another.

8.4.3. User tabs

There are four user tabs enabled for each user:

1. Info
2. Latest activity
3. Latest discussions
4. Statistics

The 'Info' tab displays the basic information of the user:

- Username
- E-mail – e-mail of the user
- Name – Full name of the user
- Signature
- Image

The 'Latest activity' tab displays the last 20 dossiers and files the user created or modified in the Application. Every item on this list consists of the following:

- Name – name of the dossier or file, also a link to the dossier or file
- Action – 'Created' or 'Modified'
- Type – Business process, Legal Act, File, or Private File

- Time – Date of action

My Account

Last change: 05/03/2013 21:59
Modified by: [redacted]

User account status: Enabled Update

[Edit](#)
[Move](#)

[Info](#) [Latest activity](#) [Latest discussions](#) [Statistics](#)

Name	Action	Type	Time
AP-PSRC-070320130921: License for import of natural gas	Modified	Business Process	07/03/2013
LD-PSRC-060320131648: Resolution on the temporary procedure of electric energy and natu...	Modified	Legal Act	07/03/2013

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The 'Latest discussions' tab displays the last 20 forum topics/replies the user created or modified in the Application. Every item on this list consists of the following:

- Name – name of the forum topic/reply, also a link to the topic/reply
- Action – 'Created' or 'Modified'
- Type – Forum topic or Forum reply
- Time – Date of action

My Account

Last change: 05/03/2013 21:59
Modified by: [redacted]

User account status: Enabled Update

[Edit](#)
[Move](#)

[Info](#) [Latest activity](#) [Latest discussions](#) [Statistics](#)

Name	Action	Type	Time
AP-PSRC-070320130921: License for import of natural gas	Created	Forum topic	07/03/2013

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The 'Statistics' tab represents the users activity throughout the Application. It shows how many dossiers the user created in general and how many he/she created in the last 30 days, also how many forum topics/replies the user created in general and how many he/she created in the last 30 days.

My Account

Last change: 05/03/2013 21:59
Modified by: [redacted]

User account status: Enabled Update

[Edit](#)
[Move](#)

[Info](#) [Latest activity](#) [Latest discussions](#) [Statistics](#)

Dossiers created in the last 30 days:	2	All dossiers created:	2
Forum discussions created in the last 30 days:	1	All forum discussions:	1

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8.5. Tags

This section of the Application allows the user to view and manage all of the lists for the Business Process or Legal Act attributes which are previously stated as being managed in this section of the Application.

Clicking on the 'Tags' tab opens the Tags dashboard.

8.5.1. The Tags dashboard

The Tags dashboard consists of:

- Children tags – a list of tags under the top
- Latest tags – a list of the latest tags added

'Children tags' list consists of the following:

- ID – tag ID
- Tag name – name of the tag, also a link to the *Tag view*
- Modified – date and time of the modification of the tag

Tags dashboard		
Children tags (12)	Latest tags	
ID	Tag name	Modified
2	Areas	24.02.2013 15:11
20	Complying Subjects	25.02.2013 03:53
33	Doingbusiness	10.12.2012 17:27
102	Dossier Status	21.02.2013 19:52
34	LD type	07.03.2013 16:42
139	Legal Act Affects	08.02.2013 14:41
97	Legal Art	25.01.2013 14:57
106	Priority	04.02.2013 19:51
110	Process	06.03.2013 13:35
35	Recommendations	30.01.2013 10:09
32	Subarea	24.01.2013 17:07
19	Team	06.03.2013 13:23

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'Latest tags' consists of the following:

- ID – tag ID
- Tag name – name of the tag, also a link to the *Tag view*
- Parent tag name – name of the tag above the tag in the list
- Modified – date and time of the modification of the tag

Tags dashboard			
Children tags (12)		Latest tags	
ID	Tag name	Parent tag name	Modified
34	LD type	No parent	07.03.2013 16:42
88	Local Government Legal Act	LD type	07.03.2013 16:42
87	Ministerial acts not published in the Official Gazette	LD type	06.03.2013 15:48
86	Ministerial acts published in the Official Gazette	LD type	06.03.2013 15:48
144	Other	LD type	06.03.2013 15:43
112	2. Filled-in Inventory Checklist received from Regulator	Process	06.03.2013 13:35
110	Process	No parent	06.03.2013 13:35
127	17. Business Advisory Council provided filled-in Review Checklist	Process	06.03.2013 13:34
126	16. Business Advisory Council requested to fill-in Review Checklist	Process	06.03.2013 13:34
125	15. Stakeholders provided filled-in Review Checklist	Process	06.03.2013 13:34

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When a user clicks on one of the tags in the Children tags list, the *Tag window* opens.

8.5.2. The Tag window

The *Tag window* consists of:

- Link to the parent tag – left of the tag name
- Tag info
- Tag actions
- Main tag tabs

Tag: Valid			
Last modified: 21/02/2013 4:50 pm (Tag ID: 103)			
Language: English (United Kingdom)			
<div> Add child tag Edit tag Delete tag Merge tag Add synonym Convert to synonym </div>			
Latest content	Children tags (0)	Tag translations (2)	Synonyms (0)
The current tag does not contain any children.			

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8.5.3. Tag info

Tag info consists of:

- 'Last modified' – time of the last modification, and the ID of the tag
- 'Language' – the current viewed language

8.5.4. Tag actions

Tag actions are located at the right-hand side of the *Tag window* and they are

1. Add child tag
2. Edit tag
3. Delete tag

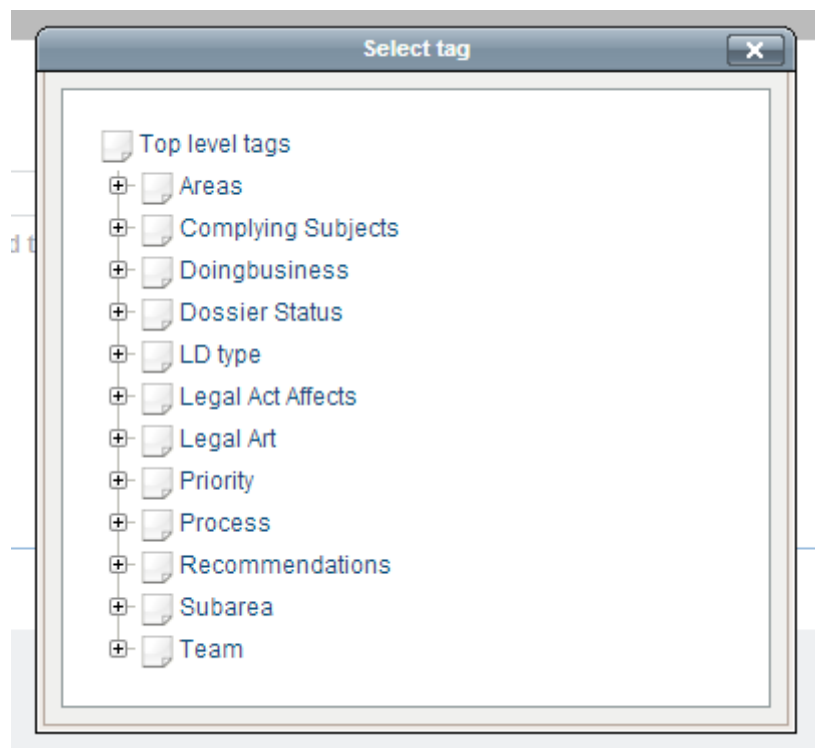
4. Merge tag
5. Add synonym
6. Convert to synonym

‘Add child tag’ is an action which adds a new tag under the currently selected one. Clicking on the ‘Add child tag’ button opens the *New tag window*.

The *New tag window* consists of:

- ‘Tag name’ – input the name of the new tag
- ‘Use the main language if there is no prioritized translation’ – check box.
- ‘Parent tag’ – the currently selected Parent tag. The user can easily change the parent tag by clicking on the ‘Select Parent’ button and clicking on the name of a parent in the pop-up window
- ‘Save’ and ‘Discard’ buttons – clicking on ‘Save’ creates the tag, ‘Discard’ discards all of the changes

The 'New tag' window is a form with a dark header bar. Below the header, it shows the language 'English (United Kingdom)' with a flag icon. There is a text input field for 'Tag name'. Below this is a checkbox labeled 'Use the main language if there is no prioritized translation.' The 'Parent tag' section shows 'Dossier Status / Valid' and a blue 'Select parent' button. At the bottom are 'Save' and 'Discard' buttons. The footer of the window says 'e-Guillotine™ Portal System'.



‘Edit tag’ enables the user to edit the existing tag. Clicking the ‘Edit tag’ button opens the *Edit tag window* which looks the same as the *New tag window*, and has the same functionalities.

‘Delete tag’ removes the tag. It opens the confirmation window. Only by clicking on ‘Yes’ in that window can the user actually remove the tag.

‘Merge tag’ merges the tag with another tag. If, for example, there exist two tags which are linked to the same object and have the same meaning, the user can merge them into one tag and all of the related dossiers from the merged tag will pass on to the new tag.

Merge tag: Valid [103]

TAKE CARE: Tag is inside class attribute subtree limit(s). If moved outside those limits, it could lead to inconsistency as objects could end up with tags that they are not supposed to have.

Merging this tag with another tag will delete the tag and its synonyms and transfer all related objects to the main tag. Also, all children tags will become main tag children.

The tag you're about to merge has:

- number of first level children tags: 0
- number of objects related to first level children tags: 0
- number of synonyms: 0
- number of objects related to synonyms: 0

Main tag
(no parent) [Select main tag](#)

[Save](#) [Discard](#)

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‘Add synonym’ adds a new synonym for the tag. The adding is done through the *New synonym window* which is the same as the *New tag window*.

‘Convert to synonym’ converts the tag to a synonym of a different tag. The *Convert to synonym window* is the same as the *Merge tag window*.

8.5.5. Main tag tabs

Main tag tabs consists of:

- Latest Content – a list of the latest dossiers which used the tag
- Children Tags – a list of tags under the currently selected one
- Tag translations – all of the available translations for the current tag
- Synonyms – all of the synonyms for this tag

The ‘Latest Content’ list consists of:

- Dossier number
- Title – full title of the dossier
- Availability – Public or NCLR
- Dossier Status – Invalid, Valid or Proposed

- Creator of dossier – full name of the person who created the dossier
- Modification date – date of the last modification

Latest content

Children tags (0)

Tag translations (2)

Synonyms (0)

Dossier number	Title	Availability	Dossier Status	Creator of dossier	Modification date
LD-CBA-110320131404	new test 123	NCLR	Valid	Administrator User	13/03/2013
LD-CBA-050320131256	test os arm	NCLR	Valid	Administrator User	11/03/2013
LD-CBA-050320131113	test os 123 456 78	PUBLIC	Valid	Administrator User	09/03/2013
LD-CBA-070320131132	ooo	NCLR	Valid	Administrator User	07/03/2013
AP-CBA-060320130949	Test for final draft	NCLR	Valid	Administrator User	07/03/2013

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The 'Children Tags' list consists of the same elements as the Tags dashboard Children tags list.

The 'Tag translations' list consists of:

- Use the main language if there is no prioritized translation checkbox
- Language – language name
- Main – Yes or No
- Translation – the tag translation for the language
- Locale – the international language code
- Action – three actions are available here. The (X) icon represents the removal of the translation. The pencil icon enables the editing of the tag in a given translation. The 'Set as main' button sets the given translation as the main translation for the tag

Latest content

Children tags (0)

Tag translations (2)

Synonyms (0)

☐ Use the main language if there is no prioritized translation.

Update

Language	Main	Translation	Locale	Action
English (United Kingdom)	Yes	Valid	eng-GB	
Armenian		վազերական	hy-AM	<div>✕</div> <div>Set main</div>

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The 'Synonyms' list consists of:

- ID – ID of the synonym
- Name – Name of the synonym, also a link to the synonym
- Modified – date and time of the modification of synonym

Latest content	Children tags (0)	Tag translations (2)	Synonyms (1)
ID	Name	Modified	
146	Legally adopted	15.03.2013 16:40	

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8.5.6. Synonyms

Synonyms are the tags which share a meaning with the tag they are created for. When the user clicks on the synonym name for a tag, the *Synonym view window* opens. It looks almost the same as the *Tag view window*, with some minor differences.

Under the title of the synonym is a link to the Main tag.

Only two actions are available: 'Edit synonym' and 'Delete synonym'.

The 'Edit synonym' action opens the *Edit synonym window* which is the same as the *New synonym window*.

The 'Delete synonym' action removes the synonym. The user needs to confirm the removal through the confirmation window.